

Delivery Receipt

(Sample for Business Transactions)

Seller Information

Business Name: ABC Trading Co.
Address: 123 Commerce Ave, Business City, 10001
Contact: (555) 123-4567

Buyer Information

Name: XYZ Distributors Ltd.
Address: 789 Market St, Industry Town, 20002
Contact: (555) 987-6543

Delivery Details

Receipt No.	DR-10025	Date	2024-06-20
Delivery Address	789 Market St, Industry Town, 20002		
Delivery Person	John Miller	Vehicle Plate	XYZ-1234

Goods Delivered

#	Description	Quantity	Unit	Remarks
1	Wireless Mouse	50	pcs	-
2	Keyboard	35	pcs	-
3	USB Cable	100	pcs	Boxed

Delivered by:

Received by:

(Signature over Printed Name)
Date: _____

(Signature over Printed Name)
Date: _____

Note: Signing this receipt confirms that the listed goods have been received in good order and condition.